

OPERATIONS MANAGER – PARKS & FACILITIES

DEFINITION

Under general direction, to plan, organize, and manage the maintenance of the City parks, grounds, facilities and recreational areas; to provide highly complex staff assistance to the Director of Community Services & Facilities and others, and to perform related work as required.

CLASS CHARACTERISTICS

This is a single-position classification. The incumbent reports to the Director of Community Services and Facilities and has responsibility for providing daily supervision to Parks and Facilities staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and supervises the activities of staff in the Parks and Facilities division
- Participates in the development and administration of the department budget
- Plans, coordinates, manages and supervises facilities maintenance and repair, park landscape maintenance and repair, irrigation maintenance and operations, and the maintenance and repair of public buildings, grounds and recreation facilities
- Plans and supervises the training of assigned staff in the proper use and safe operation of equipment and materials, the safe and proper application of pesticides and herbicides, and the accepted methods of performing maintenance duties
- Researches, assists in preparing, and monitors contracts and agreements with other departments and outside vendors; prepares specifications and contracts for services; reviews architectural and construction plans for compliance and completeness; acts as project manager for construction projects
- Inspects in-house and contracted work in progress for compliance with policies and procedures, plans, specifications and standards of quality and safety
- Interprets and applies provisions of laws, rules and regulations related to division matters
- Develops policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Coordinates Parks and Facilities division activities with other divisions, departments, governmental agencies and outside organizations as appropriate
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action

- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Conducts staff and safety meetings
- Participates in Community Services and Facilities management meetings and works with managers and staff to resolve policy, procedural or operational issues
- Prepares and maintains a variety of records, reports and correspondence related to division activities
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences
- Acts on behalf of the Director when needed

QUALIFICATIONS

Knowledge of

- Principles and practices of facility construction, maintenance and repair; irrigation construction and maintenance; parks landscape construction and maintenance
- Standard horticultural practices and plant care
- Proper use of pesticides and herbicides
- Equipment, tools, and materials used in the construction and maintenance of facilities and parks
- Principles and practices of safety management and training; occupational hazards and standard safety precautions necessary in the work place
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Pertinent federal, state and local rules, regulations and laws

Skill in

- Planning, scheduling, supervising, reviewing and evaluating the activities of program areas within the Parks and Facilities division
- Selecting, training, motivating and evaluating staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Coordinating division activities with other City departments and agencies as required
- Interpreting and applying federal, state and local policies, procedures, laws and regulations
- Developing, organizing and directing comprehensive facilities maintenance and parks/landscape maintenance programs
- Preparing specifications and requests for proposals
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to division activities
- Preparing and administering a departmental budget
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities

- Preparing and presenting clear, concise and logical written and oral reports

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to an Associate's degree with major course work in business, engineering, horticulture, construction technology, or a related field AND five years of increasingly responsible, recent experience in parks and facilities construction and maintenance, including two years of supervisory responsibility. Significant project management and scheduling experience is required.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain, a valid Class "C" California driver's license within one year of appointment.

PHYSICAL DEMANDS

Mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings. Incumbents will travel to various work sites throughout the city to inspect work, supervise crews and attend meetings which may involve exposure to traffic, weather conditions, above-average noise, machinery hazards, and herbicides/pesticides. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and field duties; lift light to moderately heavy weights; operate a motor vehicle. Manual dexterity to use standard office equipment, supplies and small tools, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.